

Policy Changes for Conference Rooms in Main Street Centre, Patrick Henry Building, and Monroe Building

The following policy changes are intended to provide for a fair and equitable use of DGS conference rooms, while distinguishing between tenant agencies under lease agreements with DGS and non-tenant agencies that pay no rent. Conference Room reservation policy documents for the specific buildings have been revised accordingly.

Reservation Fees: Tenant agencies pay no reservation fees. For reservations made for November 1, 2013 and thereafter, non-Tenant agencies may make one half-day or full-day reservation per calendar month at no charge. For any additional reservations for an agency in a calendar month, the following charges will apply:

- \$50 per conference room for a half-day (morning until noon or 1PM until end of day).
- \$100 per conference room for a full-day rental. Lunchtime events must pay the full day rate.

Advanced Reservations: There is no advanced registration limit for tenant agencies. Reservations by non-tenant agencies may be made no more than 45 days in advance.

Cancellations: Cancellations by non-tenant agencies must be made two weeks in advance. Late cancellations within two weeks of the event are subject to billing at the applicable full –day or half-day rate.

Tenant Agency Priority: Tenant agencies have priority and may bump non-tenant agencies two weeks in advance of a reservation.

Sponsorship of Non-Profit Professional Organization Use: A state agency head (tenant or non-tenant) may sponsor and reserve conference rooms for non-profit professional organizations once per month at no charge. Tenant agencies conducting official business have priority and may bump non-profit reservations two weeks in advance of a reservation.

Fitness Classes: Single meeting rooms in both Main Street Centre (Room 103) and the Monroe Building (Conference Room B) have been set aside for registered fitness classes under the DHRM fitness program announced in July 2013. These classes are for state employees only and will occur after normal working hours (5:00 PM or later). If the room is booked earlier in the day for official business, the fitness class is secondary in priority and cannot commence until the state business use is complete.

Support: BFM staff are generally not available for setup support or returning the room to the condition in which it was found. Any excessive DGS support for tenant or non-tenant use of conference rooms will be subject to billing at JLARC approved labor rates via the Miscellaneous Billing process.

After Hours Use: Use of conference rooms after normal working hours that requires on-site security not normally on duty or other DGS support will be subject to billing via the Miscellaneous Billing process.

Damage: Any damage to conference room furnishings or equipment will be subject to billing.

Unpaid Fees: Tenant and non-tenant agencies with conference room reservation fees, setup charges, or damage charges that are thirty days or more past due will not be permitted any conference room use or reservations until all bills have been paid in full.